

7 NOV 1974

MEMORANDUM FOR: Director, National Photographic Interpretation Center

SUBJECT : Courier Merger

REFERENCE : Memo dtd 8 Jul 74 to Sec'y CIA Mgmt Committee for Chairman, CCC, Subject: Consolidation of Mail and Courier Services

1. As a first major step towards consolidating Agency courier services, representatives from the National Photographic Interpretation Center (NPIC) and the Logistics Services Division, Office of Logistics (LSD/OL) have met to establish a proposed action plan. This memorandum submits this plan for approval of the Director of NPIC and the Director of Logistics.

2. Proposed Action Plan

The proposed action plan for courier consolidation is divided into a three-phase effort as follows:

a. Planning Phase - September - 15 November 1974

During this phase, discussions on staffing, scheduling, security, equipment, and procedures were held between NPIC and OL representatives. This planning effort is nearing completion and approval to proceed into the transition phase is needed prior to its implementation.

b. Transition Phase - 18 November - 31 December 1974

During this time period NPIC courier personnel and equipment will be temporarily transferred to LSD/OL for a 6-week trial period. The previously agreed upon merger plans and operating procedures will be put to a test during this phase. Workloads, staffing, run schedules, and service impact to NPIC and OL will be carefully analyzed. Adjustments will be made as required.

c. Transfer Phase - To begin 3 January 1975

If all goes well and no major problems are encountered, LSD/OL will assume official control of the NPIC courier services on 3 January 1975. However, if unforeseen

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problems surface during the transition period, the transfer date will be delayed until these problems can be worked out to everyone's satisfaction.

3. Initial Implementation Plan

An initial implementation plan for routing, control, and procedures has been worked out between NPIC and LSD courier services personnel and can be quickly put into effect upon approval of the action plan. Following is a brief summary of some of the major items considered in this plan.

a. Security - All codeword material will continue to be handled by the same couriers now involved in handling such material. The NPIC receipt system will be used to control the "systems" materials. The LSD/OL courier service work spaces were recently inspected by security officers from the Office of Security. It has been established the work spaces meet appropriate standards for handling and storage of compartmented data.

b. Service - The current level of service to NPIC will be increased through the merger since the Office of Logistics operates on a 24-hour, 7-day a week schedule.

c. Schedules - The proposed regular courier schedule between the Navy Yard and Headquarters is included in Attachment 1. In addition to normal courier service mentioned in item (b) above, personnel from the consolidated services will also be available for special and after-hours courier runs as required. The details and procedures for Building 213 personnel to request services will be the subject of a follow-on internal NPIC communication memorandum.

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d. Personnel - At present, NPIC has a T/O of [REDACTED] courier positions; [REDACTED] slots are dedicated to external courier functions, [REDACTED] to internal mail delivery duties. [REDACTED] external courier positions, along with the personnel presently assigned to this position, will be transferred to LSD/OL during the transition phase. They will still be carried on the NPIC T/O until after the official transfer is completed. An agreement between NPIC and LSD/OL stipulates that these people must remain in place for at least 120 days beginning with the initial transfer. This informal agreement is required

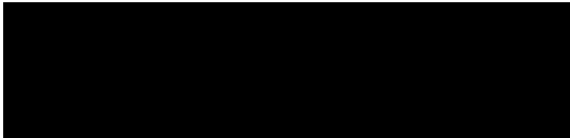
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to ensure that LSD/OL has the necessary manpower to provide the additional services called for under the merger agreement. The remaining external courier slot will be retained by NPIC and assigned to Support Staff, NPIC, to support NPIC's ad hoc requests for emergency transportation services. The three internal mail clerks will remain at NPIC to perform internal mail delivery functions.

e. Equipment - Service equipment presently assigned to NPIC includes six vehicles, five of which will be transferred to LSD/OL. One vehicle will remain at NPIC and be assigned to the Logistics Branch, Support Staff, for use in responding to immediate NPIC requirements. Attachment 2 shows an inventory of equipment assigned to NPIC and also indicates an agreement of reassignment.

4. Pending successful review of all activities conducted during the transition period by responsible personnel from Production Services Group, NPIC, and LSD/OL, the undersigned will inform the Directors OL and NPIC, via memorandum, when and if the official transfer of the NPIC courier services has been completed as stated on or about 3 January 1975.


Chief
Logistics Services Division, OL

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Atts

cc: C/RSD/PSG/NPIC, w/atts
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C/SSC/OS, w/atts
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ATTACHMENT #2EQUIPMENT INVENTORY AND PLANNED DISTRIBUTION

<u>TYPE</u>	<u>ASSIGNMENT</u>		
	<u>OL/LSD</u>	<u>RSD/PSG</u>	<u>LB/SS</u>
2 - Ford Station Wagons	X		X
3 - Chevrolet Carry-All	X		
1 - One-Ton Step Van	X		
6 - Two-Way Radios	X (5)		X (1)
3 - Handie-Talkie Radios			X
1 - Remote Station			X
1 - Base Transmitter	X		
1 - IBM Card Sorter		X	
1 - Microfilm Viewer		X	
1 - Recordak Reader/Printer		X	
1 - Triner Scale	X		
1 - Simplex Clock		X	
1 - Postage Meter Machine	X		
1 - Two-Tone Service Jack	X		
1 - Battery Jump Cables			X
2 - Jack Stands	X		
6 - Pair Snow Chains	X		
1 - 3 Comb. Safe		X	